

NOTICE TO CONSULTANTS

Planning and Design consultant services are required for Project No. 2010-005, Campus Master Plan, Lake Washington Technical College, Kirkland, Washington.

PROJECT DESCRIPTION

Lake Washington Technical College, founded in 1949, offers professional and technical training in 38 programs, and starting Fall Quarter 2009 will offer its first baccalaureate degree program in Applied Design. LWTC consists of 3 separate sites, with the main campus in Kirkland and satellite facilities in Redmond and Duvall.

The current 10 Year Campus Master Plan was developed in 2005 and covered only the Kirkland Campus. It was submitted and accepted by the City of Kirkland. This updated planning effort is to look 10 years into the future and provide a separate plan for each of the College's sites. It is anticipated that these plans will be submitted to the local jurisdictions for review and acceptance.

This Plan will integrate the College mission, goals and strategic educational planning across the 3 sites. The Plan will

- address the programmatic impact of transitioning some programs to 4 year degree programs while maintaining the core educational mission of workforce education
- respect LWTC's stature as a premier college offering a number of educational pathways
- ensure stewardship of existing facilities
- identify facilities and infrastructure improvements to meet future, projected, needs
- maximize flexibility and efficiency in new facilities
- provide for physically accessible, environmentally respectful and sustainable campuses
- enhance the visual character of the campuses
- maintain positive relationships with our host communities

In addition, as part of this planning effort, the College is interested in developing a Signage Plan which addresses LWTC identity and develop standards for exterior and interior signage to be used at all the campuses.

SCHEDULE

Pre-submission Meeting	- Tuesday, December 22, 2009, 10:00 AM Board Room Lake Washington Technical College 11605 132 nd Avenue NE, Kirkland, Washington.
Phase I Submittals	- Monday January 4, 2010
Announcement of Short List	- Around January 15, 2010
Phase II Interviews	- Last week of January 2010
Anticipated Notice to Proceed	- March 1, 2010

INFORMATION

For additional information, contact Don Bloom, Director of Facilities, Lake Washington Technical College, (425) 739-8280 or Robert Kacel, Architect, Project Manager, Engineering & Architectural Services (E&AS), (206) 255-7216.

Fees and services shall be negotiated and the standard Division of Engineering and Architectural Services agreement will be used.

SELECTION PROCESS

The desired firm will have experience in development of a Master Plan for an institution of higher education, preferably with 1 and 4 year colleges in the State of Washington, and have experience in the development of sustainable planning and signage master plans.

Firms will be selected in a two-phase process: Phase 1 – Short listing of firms based upon submitted information and Phase 2 – Oral presentations & Interviews.

Phase 1 Selection

Firms will be considered for selection based upon the following criteria categories: Qualifications of Team; Master Plan Experience; Signage Plan Experience; Previous Experience & MWBE Outreach Plan, demonstrating how the firm will support the State MWBE program.

Firms shall include as part of their Phase 1 Proposals a work plan outlining how they plan to approach the project. The work-plans shall describe:

- How the Work is going to get done?
- Who is responsible for completing the various tasks? (An Organizational Chart should be provided to graphically show team relationships & responsibilities.)
- Describe the format & extent of the Deliverables that are anticipated to be provided as part of the work.

Phase 2 Selection

Following an evaluation of these submittals, the consultant selection panel will interview the firms deemed to be the best qualified for the required service. Short listed firms will receive Phase 2 Scoring Criteria with their letter of invitation for Oral Interviews.

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. A/E's may contact Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants or utilize self identified MWBE firms. Contact Jose Diaz at (360) 704-1194 or Momi Friedlander at (360) 704-1192.

SUBMITTAL REQUIREMENTS & MILESTONES

Submit six (6) sets of qualifications. Each set to include: Federal Form 330, Work-plan, and any other pertinent data to assist the Selection Board in evaluating qualifications.

The State is working to reduce our impact on the environment and encourage the use of recycled products.

Only submittals conforming to these guidelines will be considered:

- 8.5" x 11" Format
- Tape bound (preferred), recyclable comb binding (acceptable)
- Cardstock front & back covers
- 30 sheets, maximum (Printed both sides), including Cover Letter & Federal Form 330.
- Within the 30 sheet maximum, 4 – 11"x17" fold outs may be included.
- Tab dividers, if they are not used to communicate content beyond section titles are excluded from the 30 sheet limit, as are Front & Back covers.
- Provide only recycled & unbleached paper products. Include certification as part of submittal.

To qualify for review, submittals shall be delivered to and date/time stamped by GA/E&AS prior to **4:00 PM on Monday, January 4, 2010**. Address submittals, with Project Number & Title clearly identified, to:

Department of General Administration
Engineering & Architectural Services
210 SW 11th Ave, Room 206
PO Box 41012
Olympia, WA, 98504-1012
Attention: Robyn Hofstad

NO FAXED COPIES WILL BE ACCEPTED.

The state of Washington is an affirmative action employer. This is not a request for a fee proposal. All submittals become the property of the State.